

MIYHS Administration Handbook for School Nurses Conducting the K/3 Module

2016-2017 School Year

November 21, 2016

I. INTRODUCTION

The purpose of this *MIYHS Administration Handbook for School Nurses* is to inform school nurses of their roles and responsibilities in conducting the 2017 Maine Integrated Youth Health Survey (MIYHS) for Kindergarten and 3rd grade (K/3) module. This document provides information on the administration procedures employed in the MIYHS, as well as some background and rationale for the way that the MIYHS is conducted. The following *MIYHS Administration Handbook for School Nurses* includes all of the information that you will need to administer the 2017 MIYHS for Kindergarten and 3rd grade students.

Quick Facts:

- ✓ The MIYHS is sponsored by the Maine Department of Education, in collaboration with the Maine Center for Disease Control & Prevention and Substance Abuse & Mental Health Services in the Department of Health and Human Services.
- ✓ The first administration of the MIYHS took place in February, 2009 after many years of collaboration and planning to integrate several surveys that had previously been administered separately, including the Maine Youth Drug and Alcohol Use Survey (MYDAUS), the Youth Risk Behavior Survey (YRBS), and the Youth Tobacco Survey (YTS).
- ✓ The MIYHS is administered every two years (2009, 2011, 2013, 2015, etc.) during the first half of February.
- ✓ The MIYHS is composed of four overall modules:
 1. “**K/3**” – Kindergarten and 3rd grade parent survey¹
 2. “**5/6**” – 5th and 6th grade student survey²
 3. “**MS**” – 7th and 8th grade (middle school) student survey, composed of four versions
 4. “**HS**” – 9th through 12th grade (high school) student survey, composed of four versions

¹ School nurses are asked to conduct height/weight and oral health screenings (with assistance) of Kindergarten and 3rd grade students.

² School nurses are asked to conduct height/weight screenings of 5th grade students.

Benefits:

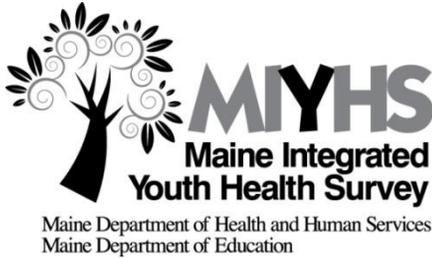
- ✓ The benefits of participating in the MIYHS include, but are not limited to:
 - School and SAU access to a wide range of data on youth behaviors, risk factors, and protective factors, including comparisons to past MIYHS results and state level data. (*Please note that some restrictions may apply.*)
 - Availability of data to evaluate the impact of national, state, and local efforts to prevent certain risk behaviors and to improve school health education policies and programs.
 - Access to local, public health district, and state data that show how student health risk behaviors change over time, and how they affect the success of Maine youth in attaining the Maine Learning Results.
 - Aggregate data gathered from the height/weight screenings will: 1) be used as a longitudinal measure of overall student risk of obesity, 2) inform local, regional, and state stakeholders of the overall health of school-aged children; and 3) measure the effectiveness of systemic interventions aimed at reducing the obesity burden of school-aged children in Maine.

I. INTRODUCTION (continued)

Special Notes:

- ✓ After coordinating the MIYHS administrations since its inception in 2009, Pan Atlantic Research out of Portland, Maine, is looking forward to working with schools on administering the 2017 MIYHS.
- ✓ Past MIYHS administrations have been very successful, with approximately 70,000 completed surveys in each survey year - 2009 to 2015.
- ✓ While we understand that many school nurses have assisted with the MIYHS and/or other student surveys in the past, our experience with and feedback from previous MIYHS administrations indicate that a small minority of school personnel had misunderstandings of survey procedures and protocol that may have impacted students' rights and/or the validity of schools' survey data – sometimes resulting in surveys that were not usable.
- ✓ Therefore, it is extremely important that you thoroughly review the information contained within this document and complete an open note, online training review in December for how to conduct height/weight screenings; both of these items are mandatory parts of your school's participation in the MIYHS and must be completed in order for your school to receive its participation stipend. This *MIYHS Administration Handbook for School Nurses* will outline all of the steps in the MIYHS administration process that involve school nurses. Please call Pan Atlantic Research toll-free at **1-844-308-8906** at any time throughout the survey administration process should you have any questions, comments, or concerns.
- ✓ According to our records, you will be assisting with the following modules:
 - K/3 module
- ✓ The remaining sections of the *MIYHS Administration Handbook for School Nurses* are as follows:
 - II. School Nurse Check List Reference Sheet (for K/3 Module)
 - III. School Nurse Responsibilities - K/3 Module
 - Appendix A-** Measuring Height and Weight
 - Appendix B-** Height Conversion Chart
 - Appendix C-** Online Training Review Questions

II. SCHOOL NURSE CHECK LIST REFERENCE SHEET



2017 MIYHS – School Nurse Reference Sheet for K/3 Module

K/3 module – Use the following checklist to ensure that you have completed the following key tasks:

- K/3 STEP 1** - A) Provide potential dates for the height/weight and oral health screening to Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906), and B) Provide a list of your Kindergarten and 3rd grade students to Pan Atlantic Research.

- K/3 STEP 2** - Complete the brief, open note online training review for how to conduct height/weight screenings.

- K/3 STEP 3** - Prepare and distribute survey packets to the Kindergarten and 3rd grade teachers in your school.

- K/3 STEP 4** - Conduct the height/weight and oral health screenings (with assistance) for the Kindergarten and 3rd grade students in your school at least one week after the parent surveys are sent home with students.

- K/3 STEP 5** - Send the height/weight measurements and oral health screening results to Pan Atlantic Research as soon as data collection has been completed.

Timeline for Survey Administration Steps for the K/3 Module								
September	October	November	December	January	February	March	April	May
		K/3 STEP 1						
			K/3 STEP 2 (by January 20, 2017)					
				K/3 STEP 3				
				K/3 STEP 4				
				K/3 STEP 5				

**** As shown in the chart above, the overall timeline involved with the K/3 module is fairly flexible. Note that the timeframe listed above might not reflect the actual timeline for your school. What is most important in terms of timing is that the steps follow one another sequentially and that the precise dates for your school within K/3 STEP 3 are followed closely.**

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE

As school nurse, you have been automatically designated as the MIYHS Coordinator* for the Kindergarten/3rd grade (K/3) module. As the designated MIYHS Coordinator for the K/3 module, please review this section which outlines all of the overall steps in the K/3 parent survey administration process.

****Please note that you may or may not also have been designated by your school's Principal as MIYHS Coordinator for grades 5-12; if you have been designated as MIYHS Coordinator for grades 5-12, you should receive and refer to Administration Handbook for MIYHS Coordinators (Grades 5 – 12) for information about the policies and procedures for administering the MIYHS to students in grades 5-12.***

K/3 STEP 1 – A) Provide potential dates for the height/weight and oral health screening to Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906), and B) Provide a list of your Kindergarten and 3rd grade students to Pan Atlantic Research.

Part A:

- ✓ The K/3 survey module can be administered any time between **January 23, 2016 and March 31, 2017**.
- ✓ We are pleased to inform you that school nurses will not have to participate in a regional oral health screening training session this year. Rather, assistance from an oral health professional will be provided; **you should not conduct this portion of the screening by yourself**. School nurses are asked to provide potential screening dates to Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906), who will coordinate with you and the assigned oral health professional to finalize arrangements for the oral health screening at your school.

Scheduling Note: The potential screening dates that you select for the height/weight and oral health screening must be at least one week after the K3 surveys have gone out to parents, to allow parents sufficient time to consider consent. In addition, the height/weight and oral health screening date can be independent of the date your school has selected for the MIYHS administration date for grades 5-12 (as applicable to your school).

CHECK THIS BOX ONCE K/3 STEP 1A HAS BEEN COMPLETED.

Part B:

- ✓ Work with your school's main office to prepare an **electronic list** (compatible with Excel and described below) of the Kindergarten and 3rd grade students in your school. We ask that you email the list to Pan Atlantic Research (miyhs@panatlanticresearch.com) **at least one month before the finalized height/weight and oral health screening date (once determined)**.
- ✓ The list should include the following information:
 - The potential screening dates you selected (if not already submitted to Pan Atlantic Research in K/3 STEP 1A)
 - Teacher name
 - Grade
 - Student names
 - Parent names
 - Mailing addresses (for multiple households as applicable)
 - Telephone numbers
 - **Do not** include homeschooled students in the list as they are not included in the parameters of the MIYHS.

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

- ✓ Please note that the Federal Education Rights Protection Act (FERPA) allows schools to release directory information, such as what we are requesting, without prior consent from parents. We understand that the list you provide will not include information on students whose parents have already requested that you not release such directory information. Please be assured that *any and all identifying information will be kept confidential and will be destroyed after the 2017 survey is completed.*
 - ✓ Pan Atlantic Research will send you an Excel spreadsheet based on this list to use during the height/weight and oral health screenings.
- CHECK THIS BOX ONCE K/3 STEP 1B HAS BEEN COMPLETED.

K/3 STEP 2 – Complete the brief, open note online training review for how to conduct the height/weight screenings.

- ✓ An online training review is required of all school nurses conducting height/weight screenings as part of the MIYHS. The online training review for the 2017 MIYHS, which is different from the training method employed in past years, can be completed in just TWO easy steps:
 1. **Read the *MIYHS Administration Handbook for School Nurses* (this document) thoroughly, including Appendix A which has more information directly related to survey administration procedures.** *Please keep this MIYHS Administration Handbook for School Nurses handy as it should answer many of the questions you may have about how to administer the 2017 MIYHS. Please do not hesitate to contact Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906) with any questions that you may have.*
 2. **Complete the online training review.** In December, you will be sent an email containing a link to the online training review. Please be on the lookout for an email with the subject: “2017 MIYHS – School Nurse Online Training Review.” Simply go through the training review at your convenience between receipt of the email and **January 20th, 2017.**
 - You must complete the online training review **BEFORE*** conducting height/weight screenings.
Height/weight screenings completed in the fall of 2016 **may be used for the 2017 MIYHS provided that the protocol described in Appendix A was followed.*
 - You will be contacted by Pan Atlantic Research if you answer more than one training review question incorrectly. The purpose of this contact will be to answer any questions you may have and to ensure that the MIYHS is being administered in exactly the same way in each school.

CHECK THIS BOX ONCE K/3 STEP 2 HAS BEEN COMPLETED.

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

K/3 STEP 3 – Prepare and distribute survey packets to the Kindergarten and 3rd grade students in your school.

- ✓ A few weeks prior to your school’s scheduled height/weight and oral health screening date, Pan Atlantic Research will send survey packets to you in the mail for each Kindergarten and 3rd grade student in your school based on the student list you provided in K/3 STEP 1B. Each survey packet will contain the following:
 - Parental Consent Form
 - Survey instrument
 - Postage-paid return envelope
- ✓ Pan Atlantic Research will alert you via email when the survey packets are sent to you; we will also include in that email a document entitled ‘Parent Letter for K/3 School Distribution,’ and the spreadsheet that you will use to record the height/weight and oral health screening measurements.
- ✓ Update the ‘Date #1,’ ‘Date #2,’ and ‘Date #3’ fields in the ‘Parent Letter for K/3 School Distribution’ document, as follows:
 - ‘Date #1’ in the letter should be the date that the survey packets will go home with students in their backpacks.
 - ‘Date #2’ in the letter should be **at least one week** after you plan to send the survey packets home with students (Date #1). ****The survey packets contain a parental consent form that informs parents of their right to opt their child out of the height/weight and oral health screening, thus it is VITAL that at least one week is allowed for parents to respond.**
 - ‘Date #3’ should be **two weeks** after you plan to send the survey packets home with students (Date #1).
- ✓ Photocopy the finalized ‘Parent Letter for K/3 School Distribution’ onto your school’s letterhead and add a copy to each survey packet. *Pan Atlantic Research can do this step for you, upon request**. Check to be sure that each packet includes the ‘Parent Letter for K/3 School Distribution’ document, a Parental Consent Form, the survey instrument, and a postage-paid return envelope. Please seal the envelopes prior to distribution.

** In order to do this for you, you must send the three dates and an electronic version of your school’s letterhead with the principal’s signature to miyhs@panatlanticresearch.com.*
- ✓ Deliver the survey packets to the appropriate Kindergarten and 3rd grade teachers in your school.
- ✓ Please notify Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906) once the survey packets have been distributed. Include in your communication a sample copy of the ‘Parent Letter for K/3 School Distribution’ with the three dates (Date #1, Date #2 and Date #3) filled in.
- ✓ Collaborate with the main office and K/3 teachers, as needed, to maintain a list of students whose parents either call or write a note or email message indicating that they do not want their child to participate in the height/weight and oral health screening.
 - **Note: Please let Pan Atlantic Research know IMMEDIATELY if a parent contacts you or your school after the height/weight and oral health screening has been completed to opt their child out of the survey, so we can delete the screening data for that student.**

CHECK THIS BOX ONCE K/3 STEP 3 HAS BEEN COMPLETED.

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

K/3 STEP 4 – Conduct the height/weight and oral health screenings (with assistance) for the Kindergarten and 3rd grade students in your school at least one week after the parent surveys are sent home with students.

- ✓ Screenings can be completed any time after ‘Date #2’; see K/3 STEP 3 above for more information.
- ✓ Refer to the list created in K/3 STEP 3 of students whose parents contacted the school and indicated that they do not want their child to participate in the height/weight and oral health screening. It is **VITAL** that these students **are not** screened.
 - **Note: Students can also opt out of the screening by indicating their unwillingness to participate.**
- ✓ Use the Excel spreadsheet provided by Pan Atlantic Research (referred to in K/3 STEP 3) to record the height/weight and oral health screening measurements for the Kindergarten and 3rd grade students in your school. The spreadsheet will look like this:

A	B	C	D	E	F	G	H	I	J
Student Name	Survey Code	Parental Opt Out <i>(Yes, Absent, Moved)</i>	Height		Weight* <i>(Rounded to the nearest pound)</i>	Oral Health Screening			
			Feet	Inches* <i>(Rounded to the nearest inch)</i>		Untreated Decay	Treated Decay	Sealants on Permanent Molars	Treatment Urgency

* Round down if below .5, round up if .5 or above.

- The ‘Student Name’ and ‘Survey Code’ columns will be pre-filled for you.
- Type ‘Yes’ in the ‘Parental Opt Out’ column for the parents who indicate that they do not want to have their child participate in the height/weight and oral health screening (specify as needed if a parent wishes their child not to participate in just one of the screenings). Keep this column blank for students participating in the screening. Type ‘Absent’ in this column if the student is absent on the day of the height/weight and oral health screening. Type ‘Moved’ in this column if the student is no longer enrolled in the class or school.
 - **Note:** A student can only be added to the list if their parents received the parental consent letter included in the survey packet.
- Please see Appendix A for more information on how to collect height and weight measurements for the 2017 MIYHS.
- ****The height will be collected in TWO columns – one for FEET and one for INCHES. Please do not provide the height in inches only.**** (Note: Appendix B contains a conversion chart for your reference.)

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

ORAL HEALTH SCREENING (conducted by oral health professional):

- ✓ The oral health information will be collected in **four** columns, as follows: **Untreated Decay, Treated Decay, Sealants on Permanent Molars,** and **Treatment Urgency.**

- CHECK THIS BOX ONCE K/3 STEP 4 HAS BEEN COMPLETED.**

K/3 STEP 5 – Send the height/weight and oral health screening measurements to Pan Atlantic Research as soon as data collection has been completed.

- ✓ Send the Excel spreadsheet containing the measurements obtained during the height/weight and oral health screening to Pan Atlantic Research **as soon as data collection has been completed.** The results should be sent to Pan Atlantic Research (miyhs@panatlanticresearch.com) no later than April 28th, 2017.

- CHECK THIS BOX ONCE K/3 STEP 5 HAS BEEN COMPLETED.**

APPENDIX A – MEASURING HEIGHT AND WEIGHT

Maine Integrated Youth Health Survey (MIYHS) Measuring Height and Weight

The following are specific instructions to accurately assess a student's growth status for the MIYHS. The State of Maine School Nurse Manual has a more detailed explanation including calculating body mass index which is NOT necessary for this survey.

EQUIPMENT

Height:

1. Use a portable or wall-mounted stadiometer. The tool should:
 - Be stable with a large base, and
 - Have a horizontal headpiece at least 4 inches wide that can be brought into contact with the most superior part of the head.
2. Do not use cloth tapes, yardsticks, or graphics attached to wall.
3. Do not use a metal measuring rod attached to a scale.

Weight:

1. Use a properly calibrated balance beam or electronic/digital scale to weigh students. The scale should:
 - Have a stable weighing platform that can be easily set at zero; and
 - Be able to be calibrated through a professional service or by standard known weight.

SPECIFIC PROCEDURES for MIYHS

Measuring Height:

1. Have students remove shoes, hair ornaments, buns, and braids to extent possible;
2. Have students stand on footplate portion of the scale with:
 - a. Backs against the stadiometer rule (cut out feet can be placed in position to assist the students);
 - b. Legs brought together, contacting at some point (whatever touches first);
 - c. Knees not bent, arms at sides, shoulders relaxed, feet flat on the floor;
 - d. Back of body touching/making contact with the stadiometer at some point;
 - e. Body in straight line (mid-axillary line parallel to stadiometer) -- see Figure 1 (next page); and
 - f. Head in appropriate "Frankfort plane position" -- see Figure 2 (next page);
3. Lower headpiece snugly to fit crown of head with sufficient pressure to press hair, and read value at eye level;
4. Measure in feet and inches and round to nearest inch ($3'2\frac{1}{4}" = 3'2"$ and $3'2\frac{1}{2}" = 3'3"$); and
5. Record value immediately (Note: **Do not** provide height in inches only; Appendix B contains a conversion chart for your reference):

Kindergarten/3rd grade – Recorded in **two** columns in the "Height" section of the electronic spreadsheet (provided):

- Column D – Feet
- Column E – Inches; Round to the nearest inch (round down if below .5, round up if .5 or above)

APPENDIX A – MEASURING HEIGHT AND WEIGHT (continued)

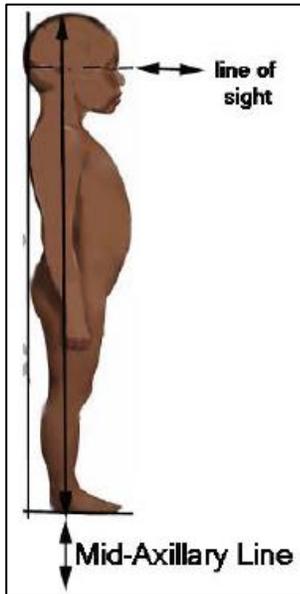


Figure 1

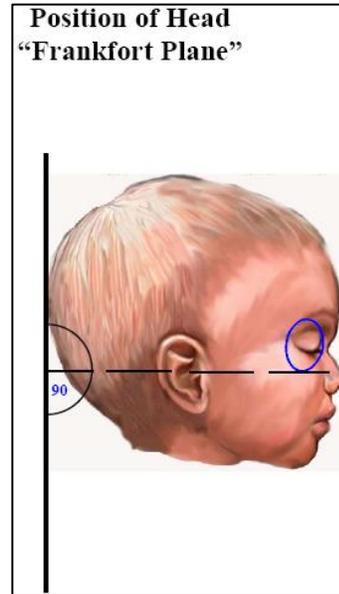


Figure 2

Measuring Weight:

1. Set scale on firm surface. Have students empty their pockets and remove their shoes and heavy outer clothing such as sweaters, vests, and/or jackets;
2. Set scale at zero reading;
3. Have students step on the center of the platform and stand still, with their backs toward the scale and both feet on the platform;
4. Before students step off of the scale, immediately record weight value, rounded to nearest pound (30 ¼ lb. = 30; 30 ½ lb. = 31; or, if digital 30.25 = 30; 30.50 = 31);
5. If using a balance beam scale, return weights to zero position before subsequent student is weighed.

Kindergarten/3rd grade – Recorded in **one** column in the “Weight” section of the electronic spreadsheet (provided):

- Column F – Weight in pounds; Round to the nearest pound (round down if below .5, round up if .5 or above)

Source: <http://www.maine.gov/education/sh/>

APPENDIX B – HEIGHT CONVERSION CHART

Prior to using the conversion chart below, please round to the nearest inch (round down if below .5, round up if .5 or above).

Inches	→	Feet	Inches
36	→	3	0
37	→	3	1
38	→	3	2
39	→	3	3
40	→	3	4
41	→	3	5
42	→	3	6
43	→	3	7
44	→	3	8
45	→	3	9
46	→	3	10
47	→	3	11
48	→	4	0
49	→	4	1
50	→	4	2
51	→	4	3
52	→	4	4
53	→	4	5
54	→	4	6
55	→	4	7
56	→	4	8
57	→	4	9
58	→	4	10
59	→	4	11
60	→	5	0
61	→	5	1
62	→	5	2
63	→	5	3
64	→	5	4
65	→	5	5
66	→	5	6
67	→	5	7
68	→	5	8
69	→	5	9
70	→	5	10
71	→	5	11
72	→	6	0

APPENDIX C – ONLINE TRAINING REVIEW QUESTIONS

NOTE: These questions are the same as the ones that will be appearing in the online training review in December. As this will be an open-note review, you may refer to this *MIYHS Administration Handbook for School Nurses* when taking the online training review.

2017 MIYHS Height and Weight Training Review

1. Heights and weights collected in the fall of 2016 may be used for this survey.
 - A. True under any condition
 - B. True only if the protocol outlined in Appendix A of the *MIYHS Administration Handbook for School Nurses* is followed
 - C. False

2. Who can opt students out of participating in the height/weight screening?
 - A. Parents only
 - B. Students only
 - C. Both students and parents
 - D. Neither parents nor students

3. Appropriate scales to be used for screening can be:
 - A. Electronic/digital
 - B. Calibrated balance beam scale
 - C. Both A and B
 - D. Neither A or B

4. For accurate screening data, students screened for height and weight must:
 - A. Remove shoes and hair ornaments
 - B. Stand in the center of the scale
 - C. Put legs together (feet if possible)
 - D. All of the above

5. While screening students, the school nurse must:
 - A. Place the scale on a solid preferably non-carpeted floor
 - B. Use a stadiometer (free standing or wall mounted)
 - C. Both A and B
 - D. Neither A or B

6. Height is recorded in feet and inches, rounded to the nearest inch.
 - A. True
 - B. False

7. Weight is recorded:
 - A. In pounds and ounces
 - B. In pounds only (rounded to the nearest pound)

8. It is acceptable for you to conduct the oral health screening portion of the Kindergarten/3rd grade survey without the assistance provided by an oral health professional designated by Pan Atlantic Research.
 - A. True
 - B. False

2017 MIYHS Height and Weight Training Review (continued)

9. School nurses must calculate BMI before submitting their MIYHS materials.
- A. True
 - B. False
10. The height and weight for a student measuring 59.5 inches tall and weighing 100.4 pounds would be recorded as:
- A. 4 feet, 11 inches and 100 pounds
 - B. 60 inches and 100.4 pounds
 - C. 5 feet, 0 inches and 100 pounds
 - D. 4 feet, 11 inches and 101 pounds
 - E. 59 inches and 100 pounds